

Planning Region Team Training Request Form

For Office use!
Form Received: _____

PR Chairperson: _____

Planning Region # _____

Agency: _____

Work Phone: _____

Address: _____

FAX: _____

(City, State, Zip) _____

E-Mail: _____

Contact Person: _____

Coalition or Partnership: _____

Each Team may request **one on-site visit** for training, facilitation or technical assistance. The workshop and facilitated meeting must occur by August 15, 2011; **however your request form must be completed and submitted by November 1, 2010 to insure this is a FREE on-site visit.**

Training Formats:

Workshops = W

Facilitation = F

Training Levels:

Awareness = A

Application = AP

Refinement = R

| Topic and town where training will be held (list actual site if known) | Trainer (if you have a trainer in mind, please list with contact information) | Format | Level | Audience (composition & anticipated number) | Goals of Training or Meeting |
|---|--|--|--|--|------------------------------|
| | | | | | |
| | | | | | |
| Preferred Date and Time (List your first, second & third choice for presentation date/timeframe (at minimum, list number of hours and day or evening. List actual dates and times if known.) | 1st Choice: Date From: am or pm To: am or pm | 2nd Choice: Date From: am or pm To: am or pm | 3rd Choice: Date From: am or pm To: am or pm | | |

After your Regional Planning Team has met and agreed upon the training topic for your region, each of the members of the team, along with your Coalition or Partnership Coordinator, should sign below. The completed form should then be submitted to the Early Childhood Training Center by the ECPD/RT coordinator.

Name/Position

Name/Position

Name/Position

Return form to:

Carol Puffer
Early Childhood Training Center
6949 South 110th Street
Omaha, Nebraska 68128-5722

Phone: (402) 557-6891
FAX: (402) 557-6890
carol.puffer@nebraska.gov

Please complete all blanks! If you need to make changes in your information, please contact the Training Center with adjustments as soon as possible. Thank you!